



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **ESSER Program Analyst**

### ***Division of Systems and Supports, K-12***

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

The Office of Federal Programs and Strategic Funding within OSSE's Division of Systems and Supports, K-12, administers and oversees major federal grant programs, including Every Student Succeeds Act (ESSA) grants, Scholarship and Opportunities for Results Act (SOAR) grant and the Elementary and Secondary School Emergency Relief (ESSER) grants, and supports local education agencies in applying for managing these funds to support the students in the District of Columbia. This office leverages state and local regulatory and fiscal supports to ensure that schools and other educational settings transform their practices to ensure student learning. We do this work with an unwavering belief that, with the right systems and supports, all students can experience success in school and in life.

The Program Analyst will coordinate with the US Department of Education for the CARES Act, CRRSA Act, ARP Act and related federal stimulus grant programs, including reviewing subgrantee applications, managing subgrantee data, and reporting for the District of Columbia. The Program Analyst will liaise with and provide technical assistance to approximately twenty subgrantees, including providing ongoing strategic support for grant implementation and overseeing day-to-day grant routines, including reimbursement and monitoring. The Program Analyst will work collaboratively with the Systems and Supports, K-12 team to continuously improve grant management processes and procedures.

The Program Analyst will support the Director of Federal Programs and Strategic Funding in coordinating this program with the Office of the Chief of Staff and the Divisions of Data Assessment and Research, Systems Technology, Teaching and Learning, and Health and Wellness. The Program Analyst will prepare program-related communications for executive decision-making as well as for the general public.

**Specific functions of the Program Analyst include:**

- Provide technical assistance to approximately twenty subgrantees, including providing ongoing strategic support for grant project implementation and overseeing day-to-day grant routines
- Prepare program-related communications for executive decision-making as well as for the general public
- Use research skills to identify interrelated program problems, draw conclusions, and develop recommendations to improve program efficiency and effectiveness
- Manage projects related to overall improvement of grant management and data organization and tracking

**Key qualifications for the role include:**

- Familiarity with regulations and laws that govern public finance processes and federal grants (e.g., Uniform Grants Guidance, EDGAR)
- Strong verbal and written communication skills; ability to synthesize and distill information to make it clear and relevant to a particular audience
- Proficiency in Excel with the ability to analyze large datasets and draw concise conclusions

**Our ideal candidate will also have:**

- Eagerness to be creative, innovative, and proactive in finding solutions to any challenge
- Strong attention to detail and desire to achieve thoroughness and accuracy when accomplishing tasks
- Ability to navigate ambiguity within a changing environment

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.